



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

CNSTCINST 1610.1A
00
15 Apr 05

COMNAVSETRVTRACOM INSTRUCTION 1610.1A

Subj: ENLISTED EVALUATION AND OFFICER FITNESS REPORT GUIDANCE

Ref: (a) BUPERSINST 1610.10

Encl: (1) Evaluation, Fitness Report, Counseling Due Date and
Timelines
(2) Special Instructions for Preparing Evaluations and
Fitness Reports
(3) Individual Input Example

1. Purpose. To establish policy and instructions for the management of enlisted performance evaluations (EVALs) and fitness reports (FITREPs).

2. Cancellation. CNSTCINST 1610.1

3. Discussion

a. Article 1129, U.S. Navy Regulations, 1990, requires that records be maintained on naval personnel "which reflect their fitness for the service and performance of their duties." FITREPs on Officers and Chief Petty Officers, and EVALs on other enlisted personnel are used for many career actions, including selection for promotion, advanced training, specialization or sub-specializations, and responsible duty assignments. Timely, realistic and accurate reports are essential for each of these tasks.

b. Per reference (a), the 3.0 grade represents performance to full Navy standards, with higher grades reserved for performance that exceeds standards. The specific standards for each performance trait is printed on the evaluation and fitness report forms and must be applied carefully. Honest evaluation and fitness reports are vital to maintain the integrity of this system. If uncertain about the appropriate grade in a particular trait area, evaluators shall be conservative to avoid grade inflation. The Navy Personnel Command will monitor reporting seniors' statistical averages to ensure that no one reporting senior inflates grades at the expense of others.

CNSTCINST 1610.1A
15 Apr 05

c. All counselors, raters and reporting seniors shall become thoroughly familiar with the contents of reference (a) and enclosures (1) through (3).

4. Action

a. The Commander, Naval Service Training Command (CNSTC) will sign all officer and E9 FITREPs under his or her cognizance.

b. The Chief of Staff (COS), NSTC will sign all E8 and below enlisted staff under his or her cognizance.

c. Per reference (a), Commanding Officers (CO) will sign all FITREPs and all EVALs under their cognizance. COs will forward his or her FITREP to CNSTC via appropriate chain of command per the timeline of enclosure (1).

d. The Director, Officer Development and Director, Citizenship Development will forward all FITREP drafts of officers under their cognizance to CNSTC per the timeline of enclosure (1).

e. Department Heads and Directors will ensure accuracy and timely submission. All reports should be routed for processing no less than four weeks before report ending dates. Enclosure (2) contains special instructions to clarify information contained in reference (a).

f. The Chief of Naval Operations Directed Command Master Chief will review all NSTC staff EVALs and E8 and below FITREPs for quality assurance and act as a primary advisor to the COS on enlisted performance evaluations and counselings.

g. The COS Secretary will, under the direction of the COS, will coordinate the preparation of smooth officer FITREPs to be signed by CNSTC, and track submission for timeliness and processing.

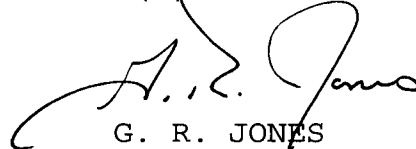
h. Flag Admin will, under the direction of the Flag Secretary will provide technical and administrative support to all departments without administrative personnel assigned to ensure EVALs and E9 and below FITREPs are processed in a correct and timely manner in accordance with enclosure (1).

5. Marine Corps FITREPs. All FITREPs for Marines are to be completed per MCO P1610.7E.

a. The Reporting Senior for Marine Professors of Naval Science (PNS) is CNSTC, with input provided by the Director, Officer Development. The Reviewing Officer (RO) for Marine PNS is Commander, Naval Education Training Command (CNETC). Marine PNS reports for review by CNETC will be submitted through the Senior Marine (NSTC ODM) who will ensure reports are reviewed by CNETC, conduct the required administrative review and forward the reports to the Headquarters, Marine Corps for inclusion in the Marine's record.

b. The Reporting Senior for all other Marine Officers assigned to Naval Reserve Officers Training Corps (NROTC) units is the NROTC Unit Commanding Officer (CO), officer or person who is cognizant over the Marine's performance. And, the RO is the Commanding General Marine Corps Recruiting Command (CGMCRC) with input provided by NSTC ODM. All reports on Marine Officers within NROTC will be submitted to CNETC or MCRC as required for RO action via NSTC ODM. The Reporting Senior for enlisted Marines assigned to NROTC units is the NROTC Unit Marine Officer Instructor with the NROTC CO or Executive Officer as the RO as determined by the local command.

6. Performance Counseling. Each department will ensure mid-term counseling is completed on each individual assigned per the schedule outlined in enclosure (1) and reference (a).



G. R. JONES

Distribution:
CNSTCINST 5216.1A, List III

15 Apr 05

EVAL/FITREP/COUNSELING DUE DATE TIMELINES

	PERIODIC FITREP/EVAL			MID-TERM COUNSELING		
	Officers (Active)	Officers (TAR/Inac)	Enlisted (All)	Officers (Active)	Officers (TAR/Inac)	Enlisted (All)
January	03			06	06	E3 E2 E1
February	02			05	05 (TAR)	
March	W4 W3	W4 W2 W3 W1	E5	W2 W1	05 (Inac) 04, 02, 01	E8 E7
April			E9	04	03	
May	01					E6
June			E4			
July	08 07 06	08 07 06	E3 E2 E1	03		
August	05	05 (TAR)		02		
September	W2 W1	05 (Inac) 04, 02, 01	E8 E7	W4 W3	W2 W1	E5
October	04	03				E9
November			E6	01		
December						E4

NOTE:

- Officer FITREP ending dates are the last day of the month.
- Enlisted FITREP and EVAL ending dates are the 15th of the month.
- Mid-term Counseling should normally be performed in the month scheduled, and may not be omitted or unduly delayed, but may be performed in an earlier or later month if necessary or more appropriate to the needs of the member. No specific day is established.

Enclosure (1)

SPECIAL INSTRUCTIONS FOR SUBMITTING EVALS AND FITREPS

The following information is provided for specific blocks on the EVAL or FITREP to establish NSTC policy. For blocks not mentioned hereafter, the specific guidance for completion will be as stated in reference (a), appendix A.

Block 7: COMNAVSERVTRACOM

Block 25: COMMANDER, CHIEF of STAFF, or other as appropriate per Reporting Senior Title.

Block 28: To exercise command over and coordinate efforts of assigned subordinate activities in conducting officer accession training, enlisted recruit training, and base operating support functions.

Block 40 (FITREP) or Block 41 (EVAL): Ensure the recommendations make sense. Knowing the desires of the individual reported on will assist you with this block. **For NSTC, the words None or NA are not authorized for E5 and above.** At a minimum, E5-E9 will have one recommendation. This block is used to recommend the individual for specific career milestones. Interview the individual to determine the best possible recommendation.

Block 48: NAVAL SERVICE TRAINING CMD
2601A PAUL JONES ST
GREAT LAKES, IL 60088

INDIVIDUAL ENLISTED EVAL AND FITREP INPUT

Attach copies of certifications, citations, etc. Last EVAL/FITREP should also be included. The Reporting Senior is the sole judge of which items to include in the report.

1. Administrative Data

- a. Full Name: _____
- b. SSN: _____
- c. Rate and warfare qualification: _____
- d. Frocked: Yes/No (Circle One)
- e. Date Reported to NSTC/OTCN/OTCP/OD/CD/RTC: _____
- f. USN/USNR (Circle One)
- g. Ending date of last report: _____ (Copy included)

2. Duties assigned and number of months assigned during this reporting period: (List by duty title)

- a. Division/Department: _____
- b. Primary Duties:

Note: For primary duties, list your current primary duty and a short explanation of those duties first. Also, indicate how many people you supervise, amount of equipment you are responsible for, size of budget, etc.

- c. Collateral duties (list the duty assigned and number of months):

CNSTCINST 1610.1A
15 Apr 05

d. Watch standing duties (list number of months):

e. TAD/TEM DU/LV (if more than 30 days):
